K

1953.

File No. P.R.T./53 pt-II

Legal Deptt
C **BRANCH**

Subject:— Correspondence ~~selecting~~ Regarding to the Post Recruitment Training of the Secretariat Assistants.

(For previous pts pl. see I/I- I)

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File No. P.R.T./53 pt II

Gen. 194 e.

166-C

C O N T E N T S.

Legal Department File No. E.T.T./53 pt. II.

Sr. No.	Compilation No.	Subject.	Pages.
1.	F.E.S.D. Memo. EXM 11530 14-12-53.	Post Experiment Training of Secretariat Assistants.	1-6.
2.	F.E.S.D. Cir. EXM 11531 10-11-53.	-----do----- Opening of class file	7-11.

WM 30/12

AM 3/18

submitted.

We have received an intication from the Political and Services Department that we will be required to appear for the Departmental Examination, Classes for which are being conducted at present.

Out of the total number of subjects prescribed for the examination the subjects mentioned in the margin

1. Bombay Civil Service Rules.
2. Budget Manual
3. Contingent Manual
4. Secretariat system of filing.

are in no way connected with the work done in the Legal Department.

It is, therefore, submitted that P. & S.D may be requested to exempt us from the said subjects. The candidates who appeard from this Department for the Departmental Examination last time time were exempted from the aforesaid subjects. (Vide P. & S.D. No. 4124/54-D, dated the 20th Jan. 1953.)

N.V.D.
25/1.
ac.

Sd/- Saul Benjamin

Sd/- Shri Vasvada

Very Urgent.

No. MXH 1153 -P,

Political and Services Department,
Bombay Castle, 14th December 1953.

Subject:- Post-Recruitment Training of Secretariat Assistants.

Memorandum.

The attention of the Departments of the Secretariat (except the Separate Department and Civil Supplies Department) is invited to Government Memorandum, Political and Services Department of even number, dated the 10th November 1953, on the subject noted above, and is directed to request that 50 copies of each of ~~two~~ ~~typical~~ typical routine cases pertaining to each of them may please be supplied to Shri H.E. Gangat, Under Secretary to Government, Revenue Department, for the use of the Assistants from the Secretariat Departments who are at present undergoing the Post-recruitment training. As already stated in the Memorandum under reference as far as possible, only filed cases may be selected for the purpose.

By order and in the name of the Governor of Bombay,

Sd/-

Assistant Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat
(except the Separate Department and
the Civil Supplies Department),

Shri H.E. Gangat, Under Secretary to
Government, Revenue Department.

L.D.
30549/16-12-53.

Submitted with pr.

No. EXM-1153-P.
Political and Services Department,
Bombay Castle, 12th December 1953.

Subject:- Scheme for post-recruitment training of the Secretariat assistants.

Memorandum:

The undersigned presents compliments to the Secretary to Government, Legal Department and with reference to that Department un-official reference No. 23094-C, dated the 17th November 1953 on the subject noted above, is directed to state that it has been decided to exempt the Assistants from the Legal Department who are at present undergoing the post-recruitment training for the Secretariat Assistants, from appearing for the post recruitment examination so far as the papers relating to the "Bombay Civil Services Rules", "Budget Manual" and "Manual of Contingent Expenditure" are concerned. It has also been decided that the Assistants from the Legal Department need not be required to attend to lectures on the three subjects mentioned above. It is, however, regretted that those candidates cannot be exempted from papers or oral test relating to "Maxwell System of Filing". It is requested that the candidates concerned may be informed accordingly.

By order and in the name of the
Governor of Bombay,

Sd/-

Assistant Secretary to the Government of Bombay, Political and Services Department.

Copy forwarded with compliments for information to-

Shri M.K. Gangat, Under Secretary to Government Revenue Department,

Shri U.D. Gangal, Special Officer, (Pension), Finance Department.

Legal Department.

30422/15-12-53.

Submitted with pp.

2. Please see P & S.D. memor overleaf granting exemption to Smt. Benjamin & Shriyuts Mehata & Vasavada in Hs. on B.C.S. Rs. Budget Manual and Manual of contingent Expenditure at the P.F.T. Exam;. who will not attend lectures on these Three subjects. They have, however, not been exempted from papers or oral test relating to Maxwell System of filing"-

3. These pp. may be filed in file P.F.T./ after the memor. over leaf has been seen by the members concerned.

N.V.D.
26/7
4c.